

MINUTES OF THE LIBRARY BOARD OF TRUSTEES MEETING
April 18, 2016

The Board of Trustees of the Millburn Free Public Library held their regular monthly meeting on Monday, April 18, 2016 at 7:30 p.m. at the Library. Present were: Mr. Strickler, who presided, Mr. Eddy, Mr. Freedman, Mrs. Eisner, Mrs. Burstein and Mr. Banick. Mr. Gaylord was absent. Mrs. Wasserman was excused. Mrs. Binder was also in attendance.

Mr. Strickler opened the meeting and read the Sunshine Law Announcement.

MINUTES:

Mr. Strickler asked for a motion that the minutes of March 21, 2016 be accepted as presented. Mr. Freedman so moved. Mrs. Eisner seconded. All were in favor.

FINANCIAL REPORT:

Mr. Freedman and Mr. Banick compared vouchers to proposed expenditures prior to the meeting.

Vouchers #2409 - #2412 / #2455 - #2496 and payrolls as directed by the Township amounting to \$159,045.63 and charged to the Library's appropriation were approved for payment or ratified for payment.

Mr. Strickler asked for a motion that the Bill Lists be approved. Mrs. Eisner made a motion to approve the Bill Lists as submitted. The motion was seconded by Mr. Eddy. All were in favor.

The Bill Lists were approved as presented.

The Board asked why the payment to Buncher's Hardware was higher than usual this month. Mr. Banick was not sure, he will look into the payment details and report back to the Board. The Board asked what the payment to Mr. Banick consisted of. The reimbursement is for ALA Library Week supplies, items for Reference Librarian Barry Devlin's retirement, and travel expenses to meetings. The Board asked why the line item in the budget for "Programming – Municipal" and "Service Contracts – Municipal" are running over 33%. Mr. Banick stated that the Library's service contracts are usually front loaded.

The Board held a discussion on unpaid fines. Mr. Banick stated that the Library has around \$30,000.00 in unpaid fines. The Board asked how far back the fines date. Mr. Banick is unsure. The Board asked if during the amnesty period of April 9, 2016 to April 16, 2016 patrons needed to return their materials and what happens if the item is lost. Mr. Banick stated that they do need to return the materials and that if they are lost they will pay one set fee. He went on to report that the amnesty period resulted in \$670.00 worth of fines being waived. The Board then asked what happens if a patron runs up a large amount of unpaid fines on their account. Mr. Banick stated that the patrons account is blocked at \$10.00 worth of fines. The patron will then receive two collection notices. If after the second notice the account is not made whole the issue is turned over to a collection agency that the Library contracts with. In closing the Board told Mr. Banick to inform them if anything is warranted regarding large uncollected balances on patron's accounts.

Mr. Strickler asked when the Township's Budget is scheduled for adoption. Mrs. Burstein said "May".

Mr. Strickler asked if there were any comments or concerns regarding the Financial Statements for April 2016. There were none.

PUBLIC COMMENTS:

Mr. Strickler asked if there were any Public Comments. Mrs. Ruth Binder reported on behalf of The Friends of the Millburn Library. The Friends Annual Book Sale was not as successful this year compared to the amount of work that went into setting up and preparing for it. The community however once again was very generous in its donations for the sale. Some leftover materials were collected by a company that purchases by the pound and resells the items. The rest were recycled. The Friends kept a total of six cartons to use for their book cart. Books are priced at \$1.00 each. Sales for the book cart are going well. The Friends Book and Film Discussion was held on Wednesday, April 6, 2016. The film, "Brooklyn", moderated by Laura Winters of Seton Hall University and Saint Elizabeth's and Drew Universities, was well received. Thirty five people were in attendance and many stayed afterwards to compare the film to the book. The next Book Discussion will be held on Monday, May 2, 2016 at 2:00 p.m. in the Williamsburg Room. The book will be "Escape From Camp 14", moderated by Millburn's own Librarian, Jennifer Lemke. The Board thanked Mrs. Binder and the Friends for all of their continued good work they do for the Library.

DIRECTOR'S REPORT

The Library continues to work off of a Temporary Budget. After the Township adopts its 2016 Municipal Budget the Library will do the same.

The Auditor will be at the Library to conduct the 2015 Audit in late April 2016 or early May 2016.

Mr. Banick reported on Buildings & Grounds. The new upgraded telephone system has been installed and is working. A leaky valve by the Circulation Desk has been replaced. The Township is sending a structural engineer the week of April 18, 2016 to inspect the cracks in the walls on the main floor.

Mr. Banick reported on Personnel. Reference Librarian Barry Devlin retired on March 31, 2016. Librarian Liz Miller Booze first day at Millburn is Monday, April 18, 2016. Mrs. Miller Booze is happy to be here and the Library is happy to welcome her to Millburn. Amil Maccie has resumed working his evenings. Three staff members are scheduled to attend the NJLA Conference on May 17th and 18th in Atlantic City. Staff were polled on their retirement plans. The Maintenance Department had a few yeses. Public Service had none. The Board asked when the current contract with the CWA ends. Mr. Banick said December 31, 2016. There was some discussion about the previous negotiations, the members of the previous negotiation committee, and some general terms of the contract, but detailed discussion was tabled until a new committee is formed later this year.

Mr. Banick reported on Statistics. Visitation is up 13% YTD. Circulation is up 6%. Reference is up 26%. Museum Passes are at 539 issued since the program began in 2015.

Mr. Banick reported on Programming. There were 33 programs in March with 572 attendees. 12 teens volunteered for 18 hours of Community Service. These hours are in addition to the hours put in by the volunteers from the Opportunity Project.

Mr. Banick gave the Board an update on ReBL. There are still some questions that need to be answered. Those being what happens with lost materials, overdue materials, and what is the length of time before Millburn could opt out of the system if they wished too. The Board asked if ReBL has a shared catalogue. Mr. Banick said "no", that each library stands on its own. The Board asked Mr. Banick to work on getting answers for the May Board Meeting.

Mr. Banick and the Board held a discussion on hiring an intern to cover a maternity leave in the Children's Department. The intern would come from one of the accredited library schools. The internship would start in early June and end in mid-August. The pay would be \$25.00 per hour. The Board asked if there are any concerns regarding Civil Service. There are not. The Board asked if the intern is a Masters student. They would be. In

closing the Board feels that the internship is a good step and asked Mr. Banick to move on hiring an intern.

Mr. Banick reported that the staff have been informed of the change in the summer schedule for the month of August.

Mr. Banick reported that National Library Week was well received and successful.

Mr. Banick informed the Board that Mr. Timothy Gordon, Business Administrator for the Township, will be retiring effective July 1, 2016. The Board stated that Mr. Gordon will be very difficult to replace and that he has always been a great supporter of the Library. The Trustees wished Mr. Gordon all the best in his retirement.

COMMITTEE REPORTS:

There was no Insurance Committee Report due to Mr. Gaylord's absence.

The Strategic Planning Committee and the Board went over the 2nd Draft of the report. Mrs. Eisner stated that the pages containing statistics will be added for the final draft. The Committee discussed some of the upcoming programming and items that they will be able to address immediately: The hours of operation per patron's requests. This will be done with the change in summer hours. Lectures on how the Government works and ESL Programs will be scheduled. Suggestions from the Community Survey will be done as needed (i.e. painting and signage). ADA requests however, may involve physical changes to the current facilities that need to be professionally looked at and budgeted for. The Board asked if any peer group comparisons are done to look at Millburn's performance. This has only been done in very basic terms. The Committee stated that they can go back and do a more in depth study. The Board feels that this would be well worth doing, the data is there it just needs to be put together. Mrs. Burstein asked if changes in our community over time have impacted the Library's use. Mrs. Eisner said "yes". There was a time when school age children's and adolescent programs did not exist, now they do. The Library also has a Chinese and Russian adult collection as well as ESL. In closing the Board thanked the Committee for all of their good work. Seeing as they had no new suggestions for the report the Board agreed to approve the draft report as it stands. Mr. Strickler made a motion to approve the Strategic Planning Report. Mrs. Burstein so moved. Mr. Strickler seconded. Four were in favor with one abstention. The motion passed.

OLD BUSINESS:

There was no Old Business.

NEW BUSINESS:

Thank you letters were received. The first was from the Opportunity Project thanking the Library for allowing their display during Brain Injury Awareness Month. The second was from Project Linus thanking Librarian Jennifer Lemke and the teens for the homemade blankets donated to the children in need.

The Draft 2016 Municipal Budget was distributed to the Board. The Board will review the draft for the May Board Meeting.

Mrs. Binder thanked Mr. Banick and the staff of the Millburn Library for all of their help with the Book Sale. Mrs. Binder informed the Board that copies of the books for the Friends Book Discussions are now on reserve at the Reference Desk. The Board thanked Mrs. Binder.

There was no Executive Session.

Mr. Strickler asked if there was any further business before the Board before adjournment.

Seeing none Mr. Strickler requested a motion to adjourn the meeting. Mr. Eddy "so moved". Mr. Freedman seconded. All were in favor.

The meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Patricia Giambattista